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INFORMATION Management Conference

Raising the Bar…Seeking Innovative Solutions for Tomorrow's Challenges

Integrating Business Information Systems with an Electronic Records Management System at the Pacific Northwest National Laboratory

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Overview

- PNNL electronic records management history
- Records definition
- Why build an Integration Process?
- How the process works
- Where we are today

PNNL records management history

- Electronic management of unclassified records since 1999
  - currently have ~2.3 million electronic records
- Hard-copy management of unclassified records
  - currently have ~9.5 million hard-copy records
- Electronic management of classified records since 2008
  - currently ~13k electronic records

What is a Record?

- It is a record if…
  - It was created or received in the conduct of business, and should be kept because:
    - it contains information that documents a business decision or action, or
    - it has fiscal, legal or historical value/evidence, or
    - it is required by law, regulations, and/or contract

Records include…

- Documents requiring actions or response
- Guidelines, policy, procedures
- Data documenting project work
- Project deliverables – reports/publications

Disappearing Records?

- Hard-copy replaced by electronic
  - fill out a set of fields that used to be on a form
  - sign electronically
  - approved electronically
  - never printed
- Is it still a record?

Why move these 'Records' to another system?

- Business Information Systems are NOT the official 'Records' repository
  - DOE-STD-4001-200 based on DoD 5015.2 STD

  "**Design Criteria Standard for Electronic Records Management Software Applications**"

- Centralized information search capabilities

Why build an Integration Process?

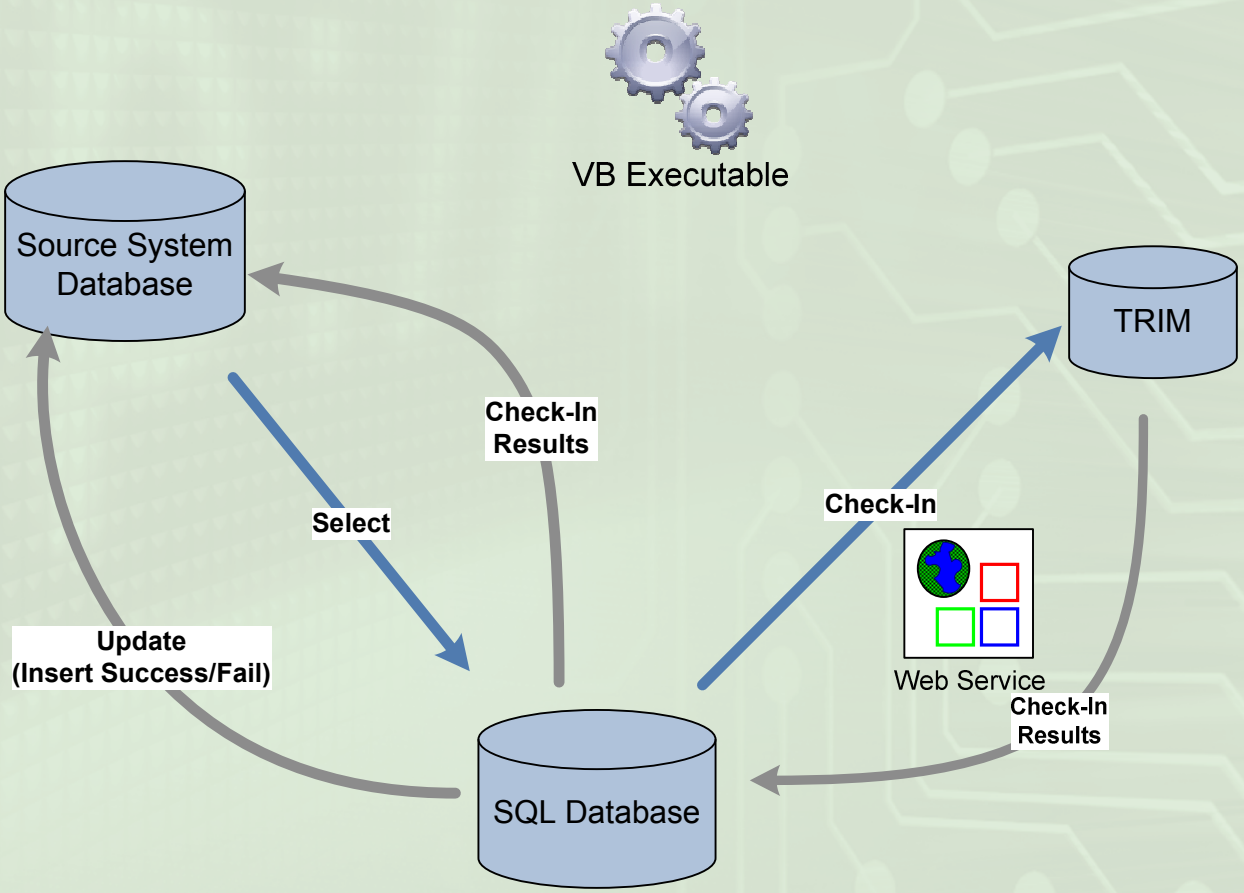
- Because we began to identify a change from hard-copy records to electronic, IT & RM embarked upon the effort to create an Integration Architecture to easily accommodate the transfer of data from Business Information Systems to TRIM.

- We've been doing ERM for a number of years, and it's a natural, logical progression from manual capture of e-records to automated capture.

Key objectives

- Provided source system the ability to use any available record type (meta-data schema)
- No additional software requirements on the source systems
- One centralized repository where source system data is staged for insertion into TRIM
- Easily extensible

High-level functional view



Security

- Source System grants access to Integration Process Network Account
- Integration Process Network Account is used to check the documents into TRIM

Automation

- Source System chooses how often to insert new data into their pickup table/view
  - starting day-forward
  - bulk loading of day-backwards
- Executable is initiated using scheduling tool

Job history/error trapping

- Capture job related activities for each run
- Capture check-in errors separately
- Email job notice to administrator for monitoring

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Adding a Source System

- Easily add a Source System in minutes!
  - server & database name
  - database type (SQL, Oracle)
  - provide 3 queries or stored procedures
    - select, insert update, check-in update
  - grant access to service account to perform queries
  - Provide columns where the results can be returned

Adding a Record Type

- Add table to the schema
- Add TRIM name and new table name to Record Type table
- Add TRIM and table column names to the Field Mapping table
- No need to re-compile and deploy the executable

Where we are today?

- In process of integrating Business Systems
- Follow up on Integration Interest
- Coordinate testing and implementation with Source System owners

Questions?

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